

## **Set Up Your Online Recreation Account Today!**

- Register online for activities or reserve a facility anytime, day or night!
- It's Easy. Create your account in about 5 minutes!
- It's Free. No cost to create an account!

## To get started, simply click the link below

Go to online registration now: Click Here



## Step 1: Create your account

Please Note: A Parent or Guardian must create the account with their own personal information BEFORE adding children to the account.

	. Click	. (	on	the	button	"New	Accoun
--	---------	-----	----	-----	--------	------	--------

#### 2. Begin by entering your name and residential address.

Please enter your mailing address also.

Check the box "Yes!" if you would like to receive mailings from the Town of Scituate Recreation Department.

#### 3. Provide contact information.

Please provide your Home or/and Cell numbers. Enter your valid email address.

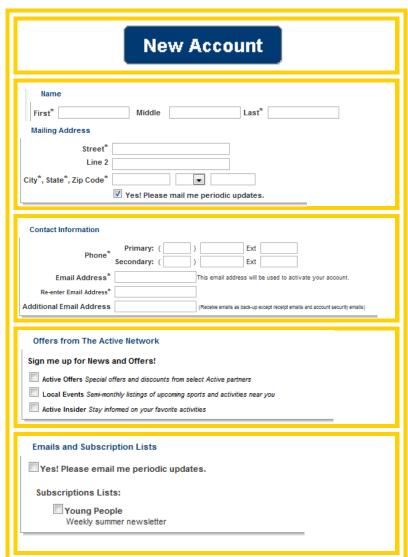
#### 4. Sign up for Optional Offers from Active Network

Check the boxes if you would like to receive these marketing offers.

# 5. Subscribe to Emails from the Town of Scituate Recreation Department.

Click the box "Yes" to keep up with all the latest news and offerings.

Check the box "young people" if you would like to receive our summer newsletter.





Getting Started

#### 6. Provide emergency contact information.

Why? If you experience an emergency at our facilities, this provides a way for us to contact someone quickly!

**7. Provide all Personal Information** including any medical alerts, special needs or disabilities your child may have.

### 8. Set up your account online.

- Create a login name (or use your email address). Write these down in a safe place.
- Create a password using only regular letters and numbers without spaces. Your password is **case-sensitive**. For example, "johndoe" is not equivalent to "JohnDoe."

#### 9. Accept Terms of Use and Finish!

· Scroll through the Terms of Use and read them.

Note: You won't be able to check the box to acknowledge consent unless you scroll through the Terms of Use.

Please add other family members to the account now.

Note: you will receive an email to activate your account. You will need to activate your account before registering for activities or reserving facilities

In case of emergency, contact:						
If possible, the emergency contact should NOT be the parent or guardian. *Please Note:						
1st Contact  Contact First Name*  Last Name*						
Contact First Name Last Name						
Phone* Others( ) Ext						
ouler.( ) Ext						
2nd Contact Contact First Name Last Name						
Relation						
Home:( ) Ext						
Phone						
Other:()						
Personal Information						
Role in Family Adult / Guardian 💌						
Gender <sup>*</sup> ▼						
Date of Birth* Month Day						
Users must be 13 years of age or older						
Customer Type* Private Individual   Medical Alert						
Medical Alert						
Questions						
Please list any medical conditions, conerns or allergies.*  If none, please enter n/a.						
Please, provide the name of your Medical Insurance Carrier.*						
Please provide Medical Insurance Policy Number*						
Security Information						
1 *						
Login Name*						
Man amail address as latin arms 2						
Use email address as login name?						
Password*						
Re-enter Password*						
NO-CHILO I USSWOIL						
LACKHOWI EDGE THAT I HAVE CAREEII I V DEVICINED AND CONCENT TO THE TERMS OF HAS						
I ACKNOWLEDGE THAT I HAVE CAREFULLY REVIEWED AND CONSENT TO THE <u>TERMS OF USE</u>						
Submit & Add Family Member						
Samme & rick t offiny morning						



# **Step 2: Register for Activities**

- 1. Click on the button "Register Now" to go to the activity list
- 2. Choose an activity from the list by clicking the program name.
- 3. After reviewing program information, click on "Add to my Cart".
- 4. If you're not signed in, enter the Login and Password that you used to create your account.

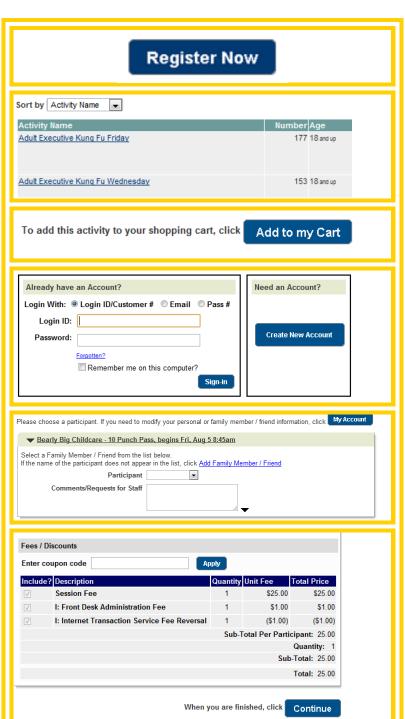
Note: If you don't remember your password, click on "Forgotten?" and enter your email address to retrieve a new password.

5. Choose a participant from the drop down menu and click "Continue".

Note: if you have any special requests or comments for our staff, please write them down in the box below.

6. Review your online shopping cart then click "Continue".

If there is a mistake click "Cancel".





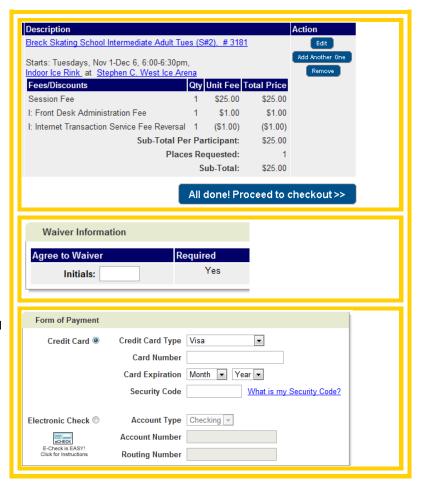
**Getting Started** 

**7. Review your activity choice once more.** If there are mistakes, select "Edit" to re-enter the information. You can also "Add Additional Participants" from your account, and "Remove" activities.

Click "All done! Proceed to checkout"

- 8. On the final payment page, enter your initials where asked. You must read the Liability Waiver in order to continue. Click the *I Acknowledge box* to indicate you have read it.
- **9.** Complete the payment by entering your credit card and billing information. Please confirm your age and click the box.

Click "Continue" to Finish.





# Step 3: Reserve a Facility

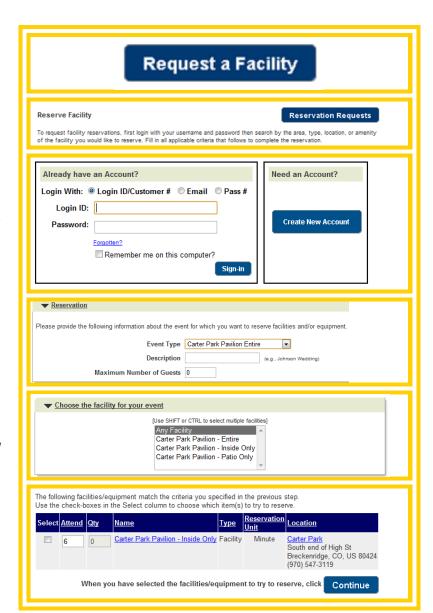
- 1. Click on the button "Request a Facility" to go to the reservations page
- 2. Click on the button to "Reservation Request".
- 3. If you're not signed in, enter the Login and Password that you used to create your account.

Note: If you don't remember your password, click on "Forgotten?" and enter your email address to retrieve a new password.

- 4. Choose an event type from the drop down menu, provide a description, indicate the number of guest and click "Continue".
- 5. Choose the facility and location for your event, then click "Continue".

Note: You can always go back to a previous step by clicking the button "Go Back" at the bottom of the page

Check the facility you would like to reserve and click "Continue".





Getting Started

7. Specify the date and time when you would like to reserve the facility and click "Continue".

8. You will need to indicate the days on which you event occurs and click "Continue"

**9. Review the dates once more.** If there are mistakes, select "Go back" at the bottom of the page.

Click "Continue"

- 10. Review the facility once more and click "Continue".
- 11. Enter your initials where asked and answer additional questions about your event.

Click "Continue".

12. Review your reservation one last time and click "Continue".





**Getting Started** 

**13.** Complete the payment by entering your credit card and billing information. Please confirm your age and click the box.

Click "Continue" to Finish.

